

OTE 86-9000

30 April

MEMORANDUM FOR:

STAT

FROM:

[Redacted]

Director of Training and Education

SUBJECT:

Power Communication Skills for Women Seminar

1. I want to express my profound apology for the inconvenience you experienced on 21 April when the contractor from CareerTrack failed to make an appearance at the Chamber of Commerce Building for the "Power Communication Skills for Women" seminar.

2. We have asked CareerTrack to reschedule the seminar for sometime in May. To indemnify the Agency for this scheduling error, the company has agreed to waive its fee. OTE's Central Registrations Branch will contact you shortly to let you know the new place and time for the seminar.

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[Redacted]

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